
OUTCONUS COLA Without Dependents

Introduction:

This section provides the procedures to start, stop, correct, or recoup full or partial OUTCONUS COLA Without Dependents. See the reference below for specific rules concerning this entitlement.

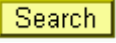

Reference:

Chapter 9 of the Joint Federal Travel Regulations (U9154)

Procedure:

OUTCONUS COLA stops automatically on the day before departing PCS. When a member is receiving two COLA entitlements (i.e.: OUTCONUS COLA without dependents and CONUS COLA with dependents), manually stop CONUS COLA (earnings code ICC) upon departing PCS.

Start CGHRMS, [sign-in](#) and follow these steps to start, stop, correct, or recoup OUTCONUS COLA Without Dependents.

Step	Action
1	<p>Select Menu items in the following order.</p> <p>Home > Compensate Employees > Maintain Entitlements > Use > Employee Entitlements</p>
2	<p>A search page will appear. Enter the member's Employee ID number or other search criteria and click the  button to select the member you wish to display.</p> <div><p>Advanced Technique</p><p>You may select the input mode by checking one of the following boxes located at the bottom of the search screen. <input type="checkbox"/> Include History <input type="checkbox"/> Correct History If both boxes are left blank, you will enter in the Update Display mode. The system will automatically default to the last method you selected. See Step 4 for more information.</p></div> <div><p>When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID (SSN) before making any changes.</p></div>

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Entitlement Panels. Either the **Summary Panel** or **Detail Panel** will appear depending on which option was previously selected.

Select the Employee Entitlement Summary Panel from the icons located at the bottom left-hand corner of the screen. The current selection will have no underline.

[Employee Entitlement Summary](#) | [Employee Entitlement Detail](#)

The following screen appears.

The screenshot shows a web application titled "Entitlements". At the top right, there is a "View All" link and a pagination control showing "1-2 of 2". Below the title bar, there is a list of entitlements. The first row is "FSA" (Family Separation Allowance) with a "Continue" button and a "+" button. The second row is "HF" (Imminent Dngr-Hostile Fire Pay) with a "Continue" button and a "+" button. At the bottom of the screen, there are several buttons: "Save", "Return to Search", "Update/Display", "Include History", and "Correct History". Below the buttons, there is a breadcrumb trail: "Employee Entitlement Summary | Employee Entitlement Detail".

Select [View All](#) in the title bar.

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Select the button located at the bottom right-hand portion of the screen so that all payments of OUTCONUS COLA Without Dependents will be shown in the next panel. If you are stopping, correcting, or deleting this entitlement, use the button.

Note: The current selection will have a white background.

- You may use the button to start OUTCONUS COLA Without Dependents; however, we recommend using the "Include History" mode so all payments will display.
- Use the button to view all payments of OUTCONUS COLA Without Dependents. Only new entitlements can be entered in this mode.
- Use the button to update or delete entries of OUTCONUS COLA Without Dependents. A listing of all payments will be displayed.


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If a OUTCONUS COLA Without Dependents row exists in the Summary Panel...

Click the  button adjacent to OUTCONUS COLA Without Dependents. The Employee Entitlement Detail screen will appear. (Go to Step 7)

If a OUTCONUS COLA Without Dependents row doesn't exist in the Summary Panel...

Click a  button to the right of any entitlement. A blank entitlement line will appear below whichever line is selected.

Next, type "OCO" in the look-up box   or use the magnifying glass to search for and select the OUTCONUS COLA Without Dependents earning code.

Then click the  button adjacent to OUTCONUS COLA Without Dependents to bring it up in the Employee Entitlement Detail screen. (Go To Step 7)

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Employee Entitlement Detail Panel is the main panel for entering or stopping entitlements. **If you have completed Steps 3-5, continue on to Step 7.**


Follow these procedures to bypass the Employee Entitlement Summary Panel.

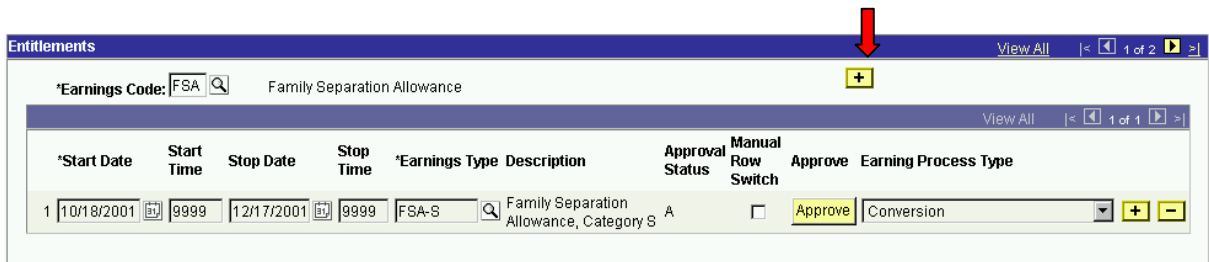
Select the **Employee Entitlement Detail** Panel from the icons located at the bottom left-hand corner of the screen. The current selection is not underlined.

Employee Entitlement Summary | Employee Entitlement Detail

Select the  button located at the bottom right-hand portion of the screen so that all entries of OUTCONUS COLA Without Dependents will be shown. If you are stopping, correcting, or deleting this entitlement, use the  button.

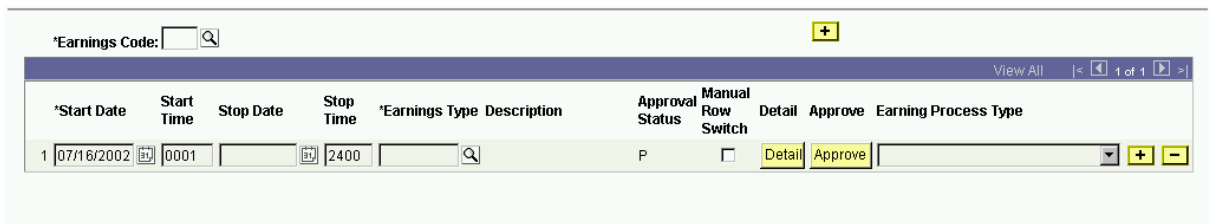
Select **View All** from the displayed title bar to list all entitlements.

Scroll up to find the “OCO” Earnings Code. If OUTCONUS COLA Without Dependents isn’t listed (after clicking **View All**), click the  button from any entitlement as shown below.




*Start Date	Start Time	Stop Date	Stop Time	*Earnings Type	Description	Approval Status	Manual Row Switch	Approve	Earning Process Type
1 10/18/2001	9999	12/17/2001	9999	FSA-S	Family Separation Allowance, Category S	A	<input type="checkbox"/>	Approve	Conversion

The following screen appears below the previous entitlement...



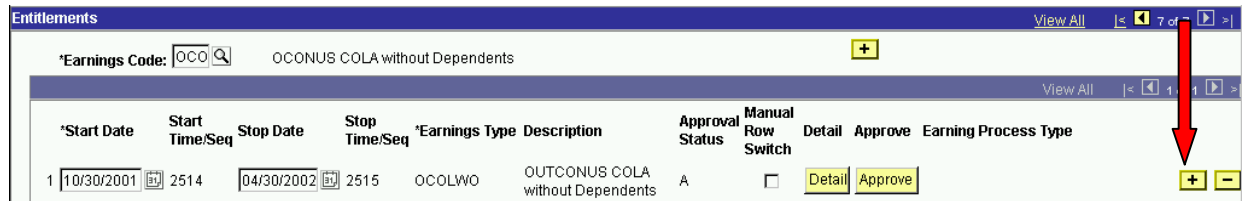
*Start Date	Start Time	Stop Date	Stop Time	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Approve	Earning Process Type
1 07/16/2002	0001		2400			P	<input type="checkbox"/>	Detail	Approve	

Type “OCO” in the Earnings Code field or use the magnifying glass  to search and select the OUTCONUS COLA Without Dependents Earnings Code.


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Paying OUTCONUS COLA Without Dependents (See Steps 8 to recoup)



In the  mode, click the  button shown below.



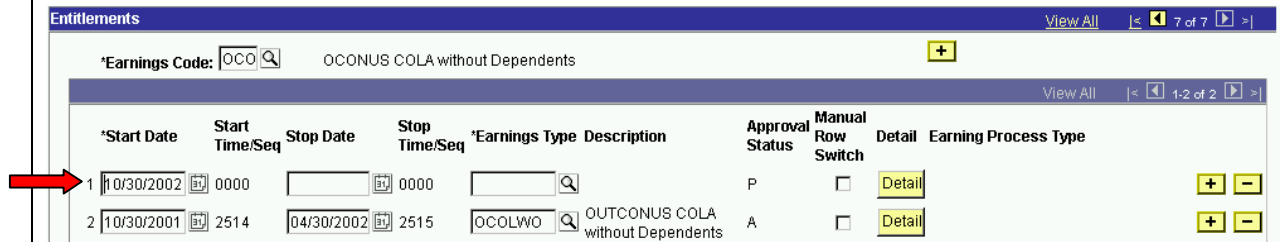
Entitlements View All |< 7 of 7 >|

*Earnings Code: OCONUS COLA without Dependents 


*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Approve	Earning Process Type
1 10/30/2001	2514	04/30/2002	2515	OCOLWO	OUTCONUS COLA without Dependents	A	<input type="checkbox"/>	Detail	Approve	



The following entry line appears...






Entitlements View All |< 7 of 7 >|

*Earnings Code: OCONUS COLA without Dependents 

*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Approve	Earning Process Type
1 10/30/2002	0000		0000			P	<input type="checkbox"/>	Detail		
2 10/30/2001	2514	04/30/2002	2515	OCOLWO	OUTCONUS COLA without Dependents	A	<input type="checkbox"/>	Detail		





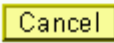



 

Enter the following information...

Field	Action
Start Date	The current date is automatically displayed. Use the calendar button  to select the desired date. You can also Click & Drag over the date field to select the date then Type the start date in MMDDYYYY format.
Start Time	Pre-filled
Stop Date	Use the calendar button  to select the desired date. You can also Click & Drag over the date field to select the date then Type the stop date in MMDDYYYY format.
Stop Time	Pre-filled
Earnings Type	Type in the code if known or use the  to search and select from a listing of available earning types.
Description	Pre-filled. Ensure the proper entitlement is shown.
Approval Status	Pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving.
Manual Row Switch	Select this field <u>only when necessary</u> to override pay edits. Business rule edits will not be turned off when this is selected. Caution! Overriding pay edits may result in errors and possible overpayment of entitlement.

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Step 7 (Cont'd)

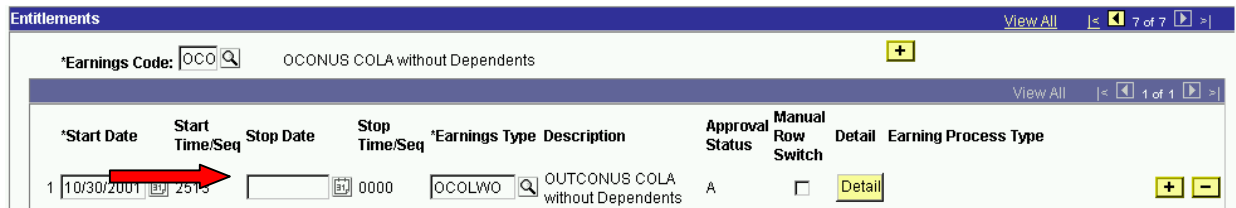
Field	Action
	<p>Click the  button to bring up the Supporting Data screen below:</p> <div data-bbox="509 373 1175 714"> <p>Supporting Data</p> <p>1133320 OCO 10/30/2001 OCOLWO</p> <p>Locality Code: <input type="text" value="AK073"/> </p> <p><input type="checkbox"/> Partial Indicator (PA only)</p> <p> </p> </div> <p>Click the magnifying glass  to select the locality where the member was stationed for OUTCONUS COLA Without Dependents entitlement</p> <p>Leave the “Partial Indicator (PA only)” unchecked. It is not in use.</p> <p>Click the  button when finished.</p>
Earnings Process Type	Not Required. Disregard this field.
	Click this button (located at the bottom left of the screen) to approve the entry.

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Stopping OUTCONUS COLA Without Dependents



In the  mode, find the row to stop. The stop date will be blank as shown below:



The screenshot shows the 'Entitlements' screen with the following details:

- *Earnings Code: OCO
- OCONUS COLA without Dependents
- *Start Date: 10/30/2001
- Start Time/Seq: 2515
- Stop Date: (blank)
- Stop Time/Seq: 0000
- *Earnings Type: OCOLWO
- Description: OUTCONUS COLA without Dependents
- Approval Status: A
- Manual Row Switch: (checkbox)
- Detail: (button)



Enter the following information...


Field	Action
Stop Date	<u>Enter</u> the last day of entitlement by using the calendar button  to select the date. You can also <u>Click & Drag</u> over the date field then <u>Type</u> the stop date in MMDDYYYY format. This field can be future dated.
Stop Time	Pre-filled
Manual Row Switch	<u>Select</u> this field <u>only</u> when necessary to override internal pay edits. Business rules will not be turned off when this is selected. Caution! Overriding pay edits may result in errors and possible overpayment.
	<u>Click</u> this button (located at the bottom left of the screen) to approve the entry.

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Correcting OUTCONUS COLA Without Dependents

In the  mode, find the OUTCONUS COLA Without Dependents row to correct.

Click & Drag over any editable field to change its value. Dates must be typed in MMDDYYYY format. You may also use calendar buttons  to modify dates and the magnifying glass  to change the earning type.

Click the  button located at the bottom left of the screen.




To change the effective start date or an incorrect earnings type, you must delete the entire row (Step 10) and then start a new OUTCONUS COLA Without Dependents (Step 7).

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Deleting OUTCONUS COLA Without Dependents

In  mode, find the OUTCONUS COLA Without Dependents row to delete.

Click on the  button located in the row to be deleted.

Click the  button located at the bottom left of the screen.



The total OUTCONUS COLA Without Dependents entitlement will be recouped when using this feature.

End